

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

1.

C/BSD

9/5

JB

ATTACHED, FYI, IS BOOKLET PUT TOGETHER BY [REDACTED]

2.

DD/PERS/PRM/EP

9/5/80

JK

[REDACTED] FOR DISTRIBUTION STATINTL

3.

EA/PERS/PRM

8 SEP 1980

K

TO EAA COORDINATORS IN OTHER AGENCY BUILDINGS.

4.

DD/PERS/PRM

K

5.

6.

7.

8.

9.

DC/BSD

9/8/80

Gret

10.

11.

12.

13.

14.

15.

Looks good

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EAA REPRESENTATIVES

Most of the work done by EAA Representatives involve some type of voucher. The vouchers almost always have at least three copies, and although they are NCR (no carbon required), you have to use sufficient pressure to make the last copy legible, and you have to use a ball point pen.

You will be required to sell EAA Memberships, three types:

Annual	\$3.00	
Patron	\$12.00	for 5 years
Sponsor	\$25.00	for your tenure with CIA

Register members in EAA classes and activities.

Reserve tickets (through vouchers) to:

- Arena/Kreeger Complex
- Capital Centre
- Ford's Theater
- Kennedy Center
- Concert Hall
- Eisenhower Theater
- Opera House
- Terrace Theater
- Wolf Trap (Seasonal)

Sell actual (discounted) tickets to theme parks

- Busch Gardens
- King's Dominion

Make reservations to Dinner Theaters

Burn Brae	Burtonsville, Md.
Harlequin	Rockville, Md.
Hayloft	Manassas, Va.
Lazy Susan	Woodbridge, Va.
Toby's	Columbia, Md.


The following phone numbers will help to make your job easier:

7373	EAA Main Office (Tickets, Clubs)
6080	" (Activities, Sports, Class)
6610	" (Emergency Number)
4180	EAA Store
5676	Fitness Room

NAME (Last, First, Middle) [REDACTED]		PAGE NO. AB-123		<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> New	<input checked="" type="checkbox"/> Annual \$3. 1 year <input type="checkbox"/> Patron \$12. 5 years <input type="checkbox"/> Sponsor \$25. Life	CLASSIFY AS APPROPRIATE
EXTENSION F93	HR	7373	DIRECTORATE DDA	DO YOU HAVE COVER STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
THE ACTIVITY THAT MOST INTERESTED ME IN JOINING EAA WAS: <input type="checkbox"/> STORE <input type="checkbox"/> TICKETS <input type="checkbox"/> SPORTS <input type="checkbox"/> CLUBS <input type="checkbox"/> INSTRUCTION <input type="checkbox"/> SP. EVENTS						
APPLI [REDACTED]				DATE 8/1/80		
				FOR COVER STAFF USE ONLY		
ARD NO. 6316		INITIALS AS		THIS EMPLOYEE CAN PARTICIPATE IN:		
DUCHER NO.		DATE 8/1/80		<input type="checkbox"/> UNLIMITED ACTIVITIES.		
				<input type="checkbox"/> ACTIVITIES NOT PRESENTLY IDENTIFIED AS AGENCY AS WELL AS IN-HOUSE.		
				<input type="checkbox"/> NOT ELIGIBLE.		
MAKE CHECKS PAYABLE TO AMERICAN SECURITY AND TRUST COMPANY						


MEMBERSHIP APPLICATION
EMPLOYEE ACTIVITY ASSOCIATIONFORM 3158 USE PREVIOUS EDITIONS CLASSIFY AS APPROPRIATE ☐ DCL ☐ RVW ☐ DRV ☐ BY (4)

Account No ^① A-6316



EXPIRATION DATE 8/31/81
1 yr from end of month

Account No ^② P-6315




EXPIRATION DATE 8/31/85
5 yrs from end of month

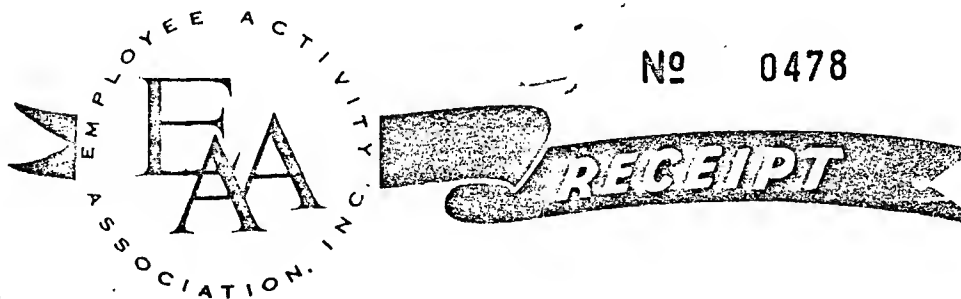
MEMBER IN GOOD STANDING

UNTIL 8/31/81 for Annual
8/31/85 for Patron

Account No ^③ 5689



768



No 0478

NAME ^① John PHONE ^② 351-6610
 EVENT ^③ "Plenty" DATE ^④ April 4th
 EVENT PLACE ^⑤ Arena TIME ^⑥ 8 p.m.
 SECTION ^⑦ East ROW ^⑧ B SEAT(S) ^⑨ 101+102

Quantity	Price	Total
^⑩ <u>2</u>	^⑪ <u>10.50/10.00</u>	^⑫ <u>20.00</u>
	<u>10.00</u>	^⑬ <u>.30</u>
Date of Purchase ^⑭ <u>3/20/80</u>	Grand Total ^⑮ <u>20.30</u>	
By ^⑯ <u>D.W.</u>	Cash <u> </u>	Check ^⑰ <u>✓</u>

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

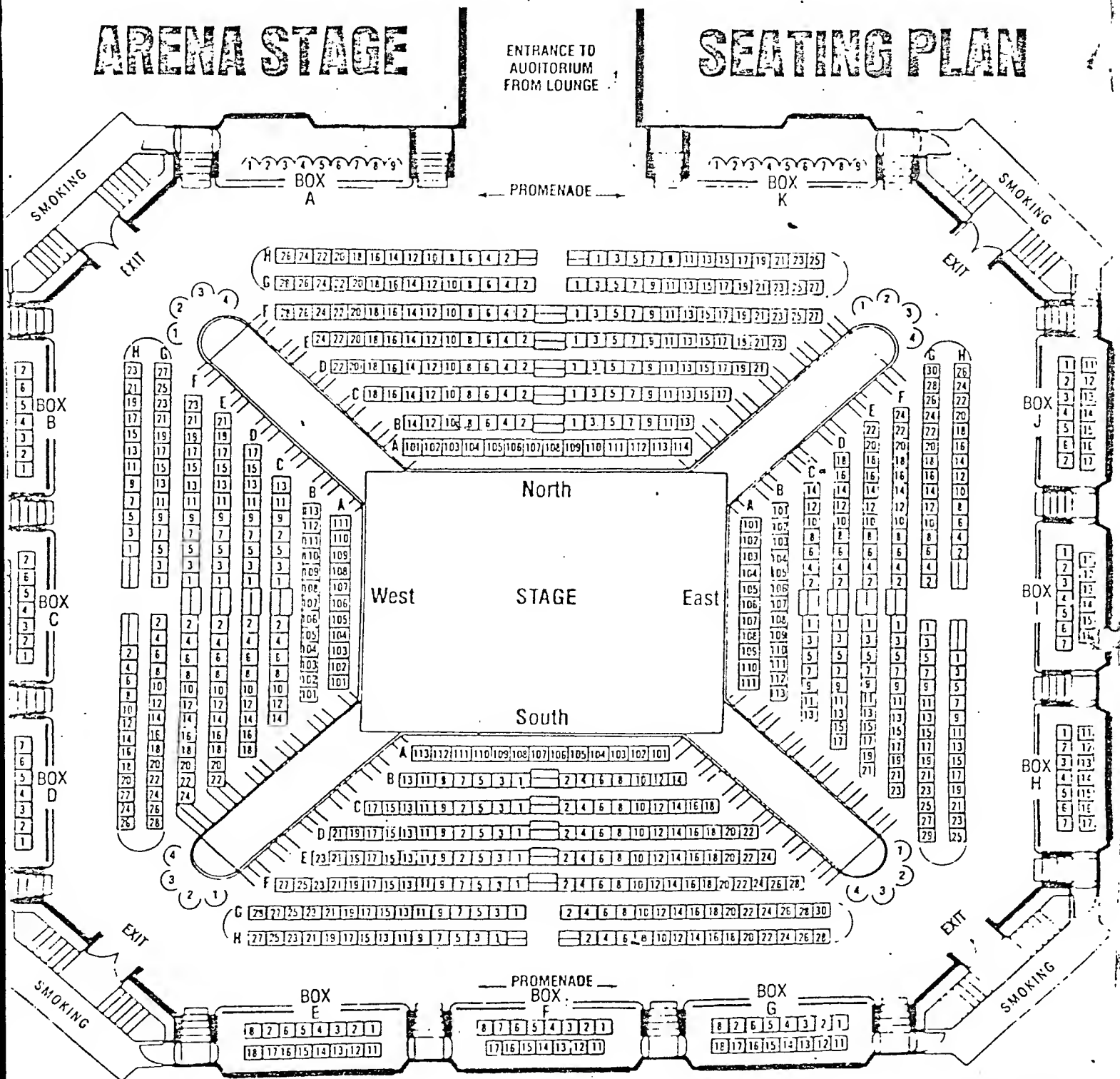
SAMPLE 4 Arena/Kreeger Complex (Arena Stage and Kreeger Theater)

- ^② EAA's main office phone number.
- ^④ Date of the event.
- ^⑤ May be Arena Stage of Kreeger Theater.
- ^⑪ Regular price/Discount price.
- ^⑭ ^⑮ ^⑯ ^⑰ Standard.

ARENA STAGE

ENTRANCE TO
AUDITORIUM
FROM LOUNGE

SEATING PLAN



KREGER THEATER

SEATING PLAN

BALCONY

ORCHESTRA

STAGE

ORCHESTRA AND
BALCONY ROWS A-B

BALCONY
ROWS C-E

PRICES

5% PRICE REDUCTIONS - 1979-80

	<u>Regular</u>	<u>5%</u>
Tues., Wed., Thurs., Sun. Eve.-	\$9.50(A) \$7.00(B)	\$9.10 \$6.65
Fri., Sat. Eve.-	\$10.50(A) \$8.00(B)	\$10.00 \$7.60
Sat., Sun. Matinee-	\$8.50(A) \$6.00(B)	\$8.10 \$5.70

1979-80 TICKET PRICES - ARENA STAGE

Tues., Wed., Thurs., Sun. Eve.-	\$9.50(A)	\$7.00(B)
Fri., Sat. Eve.-	\$10.50(A)	\$8.00(B)
Sat., Sun. Matinee-	\$8.50(A)	\$6.00(B)

Mummerschank.

Fri - Sat 12⁰⁰ 11⁴⁰

VOUCHER



*THIS IS NOT A TICKET - DO NOT ADMIT

© 21797

WASH BELTWAY (495)
EXITS 32E or 33E
350-3900

STORE NAME

① CIA

DATE

② 7/30/80

EMPLOYEE

③ Phil

PATRON'S NAME

④ John

PHONE

⑤ 351-6610

ATTRACTION

⑥ The Nasty Bunch

DATE

⑦ 8/7/80

TIME

⑧ 8:00 pm

ADULT: ⑨

4

SEATS @ \$

9.90

EACH = \$

39.60

LOCATIONS

⑭

CHILD: ⑩

SEATS @ \$

EACH = \$

SECT

DISCOUNT (IF ANY) ⑪

= \$

ROW

(60¢ per ticket) SERVICE CHARGE

⑫ 2.40

SEAT

NOTICE:

TOTAL

⑬ 42.00

CODE

*This voucher will only be released to the patron whose name appears on this voucher. Positive identification will be required.
No tickets will be issued without this voucher.

This voucher may be redeemed for tickets at the "Voucher Window" in the Main Box Office of the Capital Centre. No Vouchers may be redeemed by mail.

Voucher orders may be redeemed anytime prior to the performance. Due to the large number of patrons, we strongly urge you to pick up your voucher prior to performance date, if possible. (Allow 24 hours for processing.)

Capital Centre assumes no responsibility if this voucher is lost, stolen, mislaid or destroyed.

In the event of a cancelled performance, voucher must be mailed for refund to: Capital Centre, Attention Refund, Landover, Md. 20785.

NOTICE TO PATRONS: PLEASE CHECK THIS VOUCHER
NO REFUNDS - NO EXCHANGES

CUSTOMER COPY

PERFORMANCE, INC.

VOUCHER

CAPITAL CENTRE VOUCHERS

VOUCHERS are purchased at EAA and presented at the will-call window at Capital Centre for the tickets.

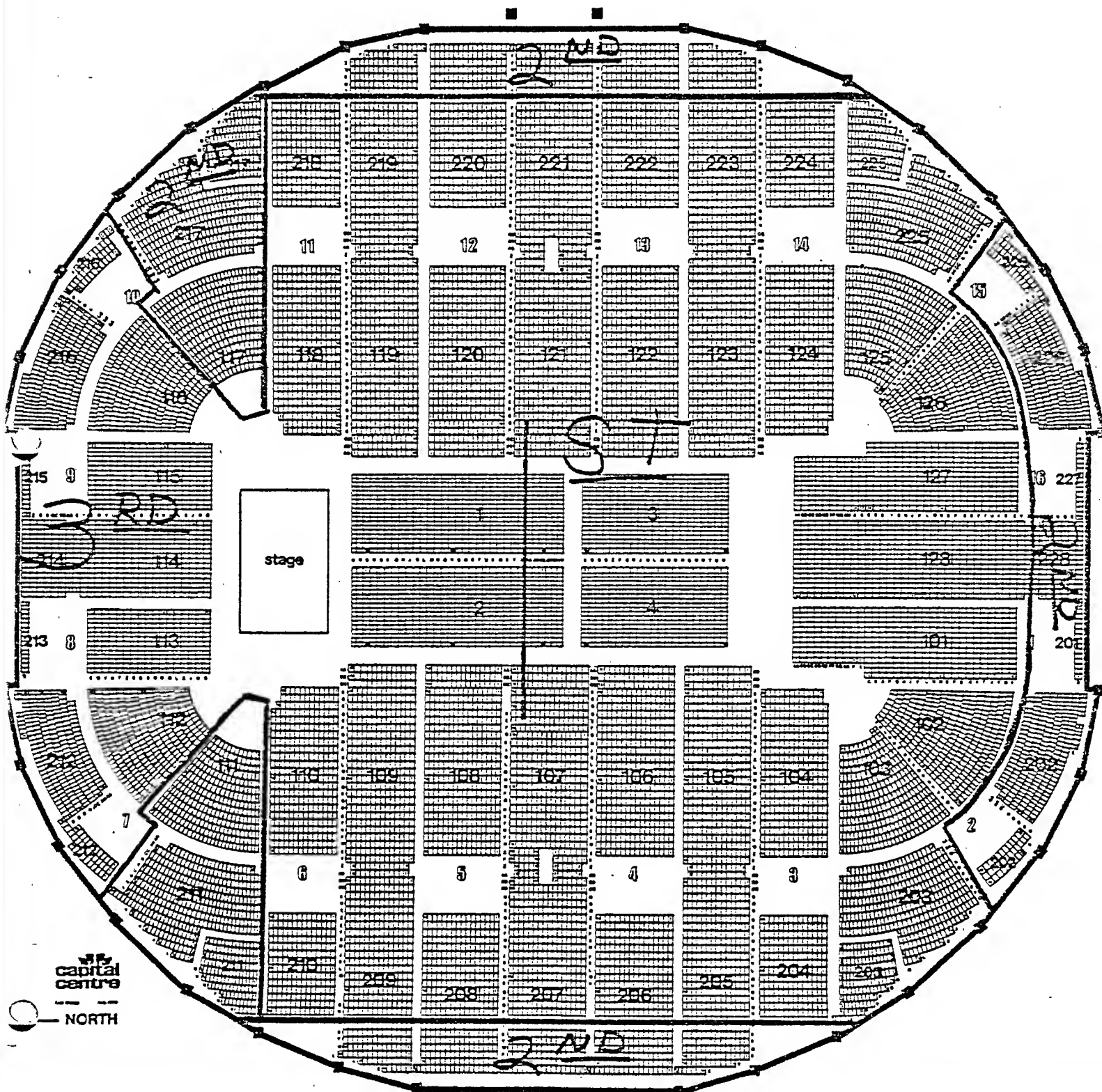
- ① The STORE name is CIA, this is the only account where we are known as CIA instead of EAA.
- ② This is the date the tickets are sold.
- ③ EMPLOYEE is the EAA representative.
- ④ The PATRON is the first name of the person who is to pick up the tickets at Capital Centre, not necessarily the purchaser of the tickets. Always make the distinction between the patron and the purchaser because EAA members buy rock concert tickets for their children, and this precaution prevents Mrs. Mary Day from buying tickets for her son David. This combination causes most of the problems, Mary on the voucher and David at the window may require identification and other trouble.
- ⑤ This PHONE number is always 351-6610, this enables Capital Centre to contact EAA at our main office if there are to be changes in anything.
- ⑥⑦⑧ Name, date and time of attraction.
- ⑨⑩ Number of adult and/or children tickets, the price of each, and the extension or number times each price.
- ⑪ Deduct discount if applicable.
- ⑫ Service charge is multiplied by the total number of tickets, it is still 60¢, even on discounted tickets.
- ⑬ The complete total.
- ⑭ Section, row, seat, and operative code for the transaction.

OPERATING PROCEDURE

- * Complete numbers 1 through 8 on the voucher.
- * Call 350-0303 and tell them that you are (EAA Representative) with a voucher.
- * I want 4 \$9.90 tickets to the Nasty Bunch, on August 7 at *8:00.
- ** The operative will say, "We have 4 seats in Section 107, Seats B 13, 14, 15, 16."
- * You show these seats to the customer, on the chart, and if they don't want them, you may ask for something higher, lower, etc. When the customer accepts give the operative the ⑥ voucher number and ④ patrons name... add the purchaser's name and phone number on the "Store copy" of the voucher.

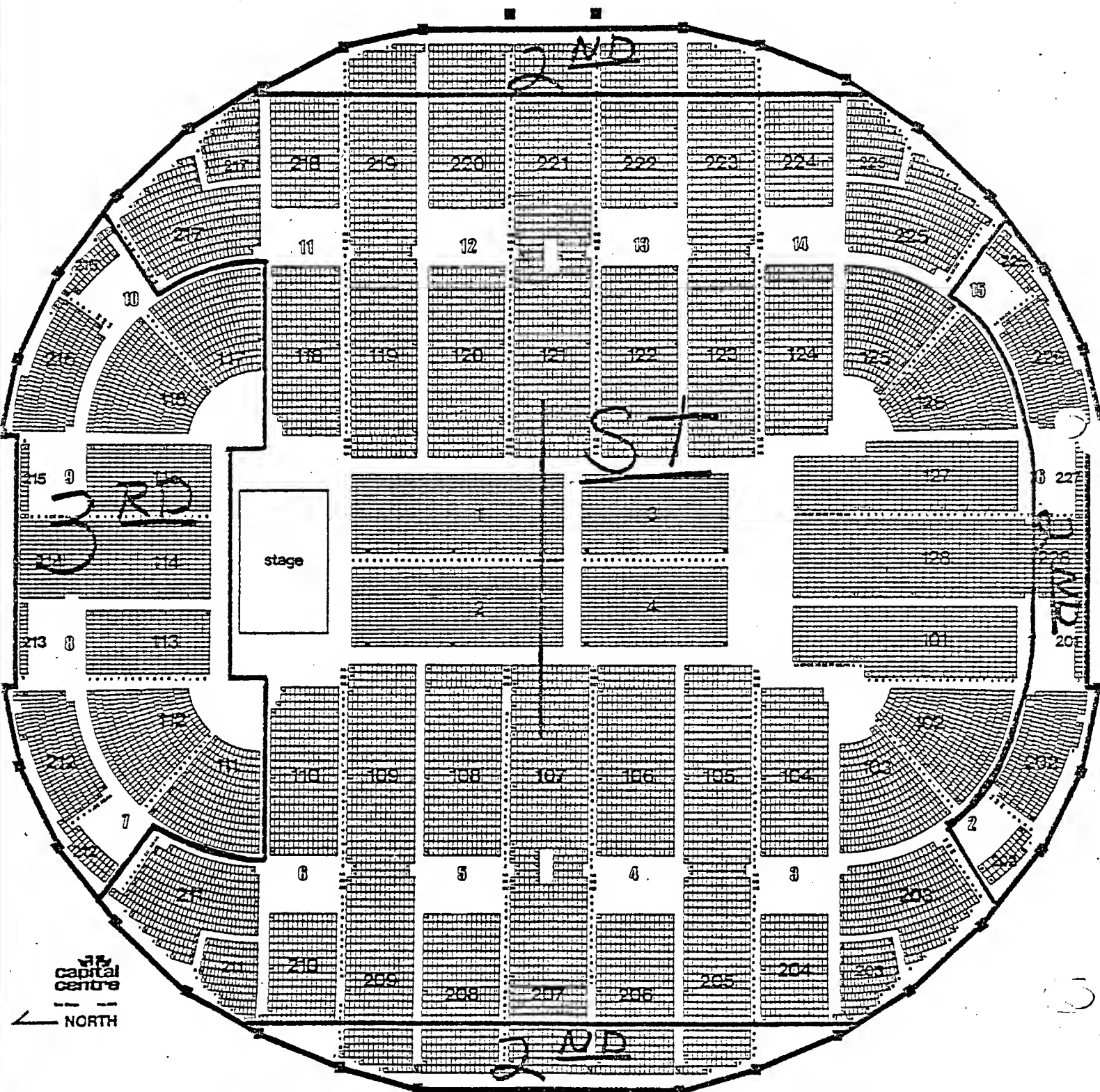
**capital
centre**

CONCERT
CONFIG. #3



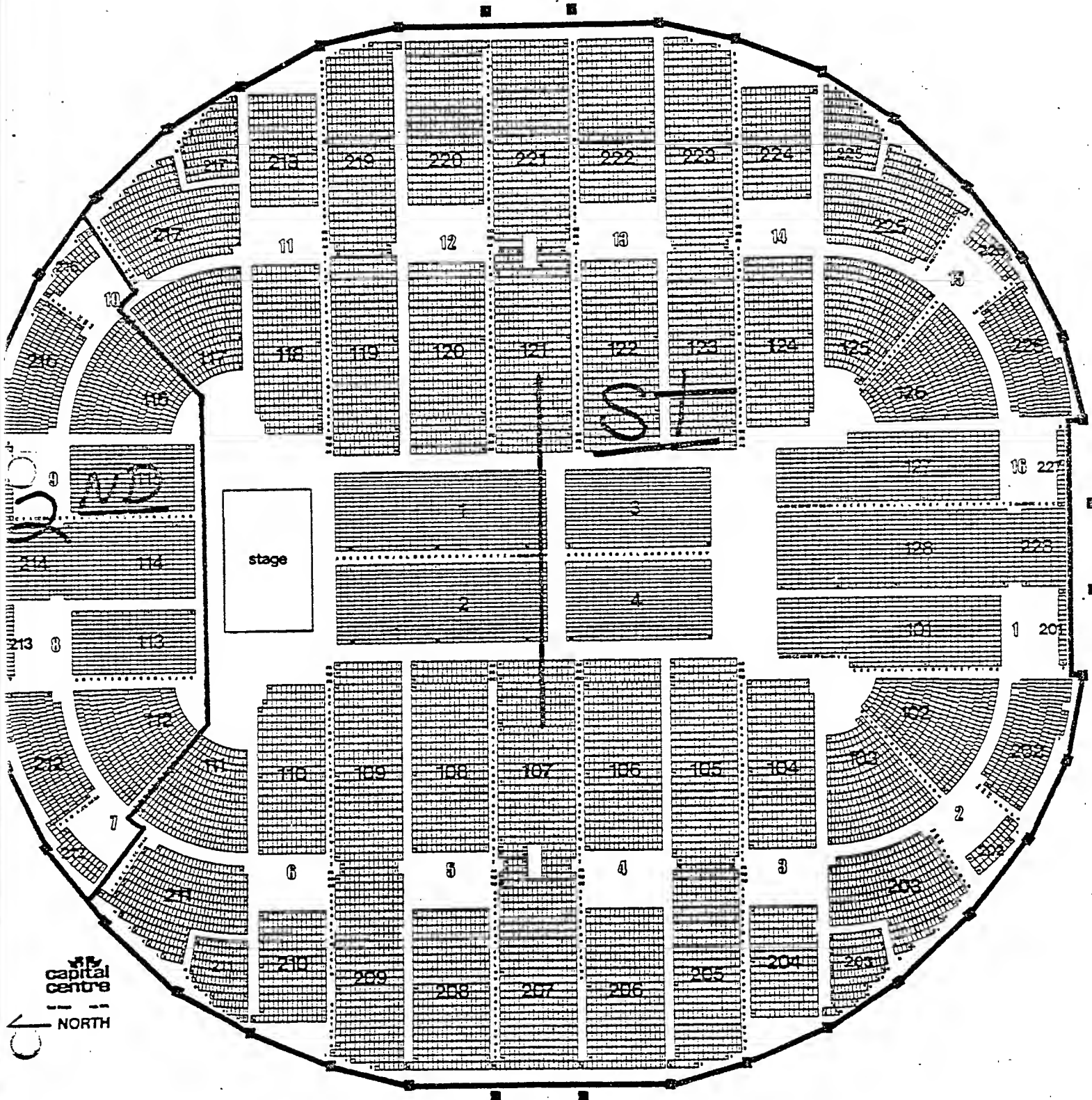
capital centre

CONCERT
CONFIG. #7



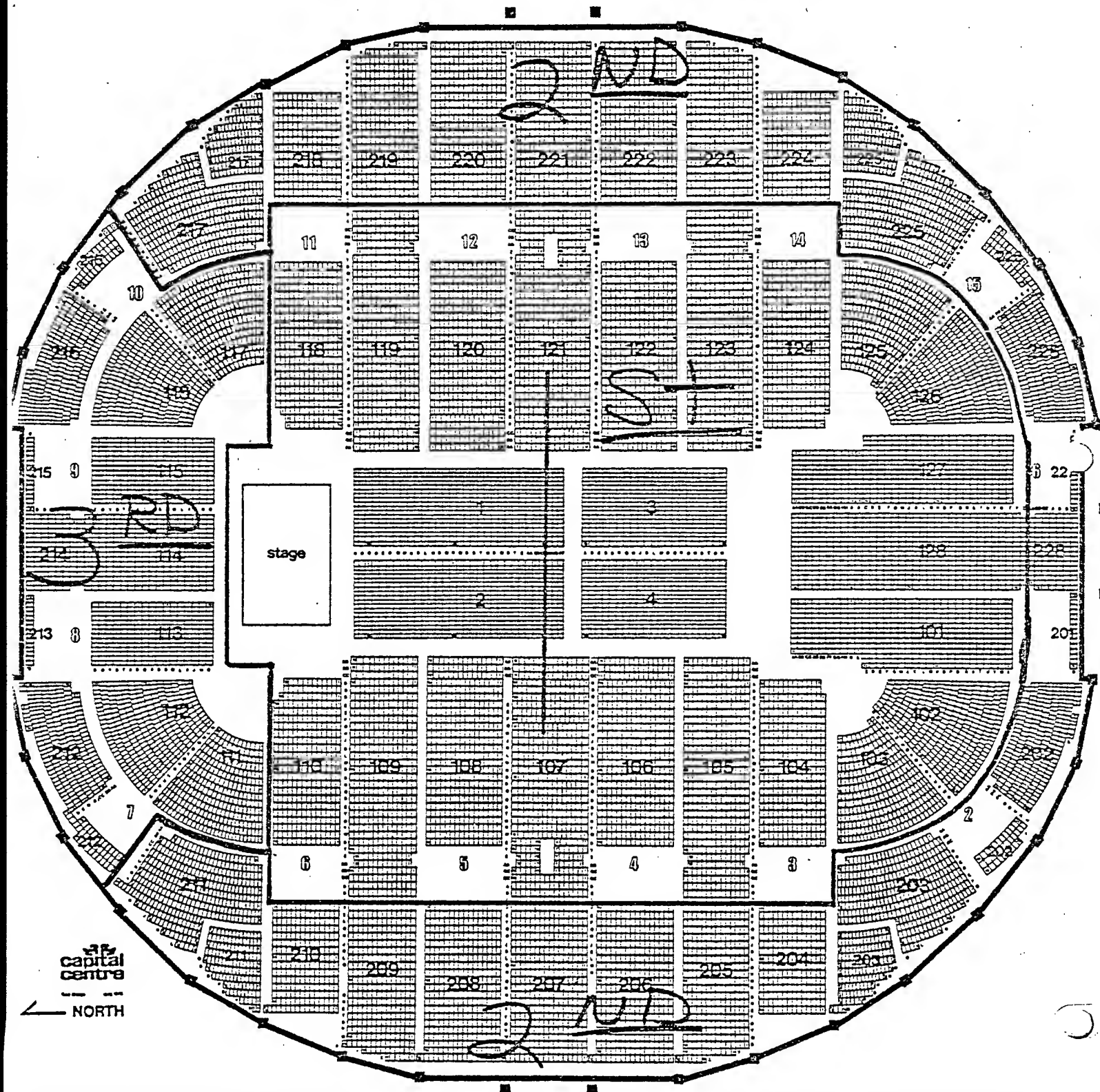
capital centre

CONCERT
CONF 16. #10



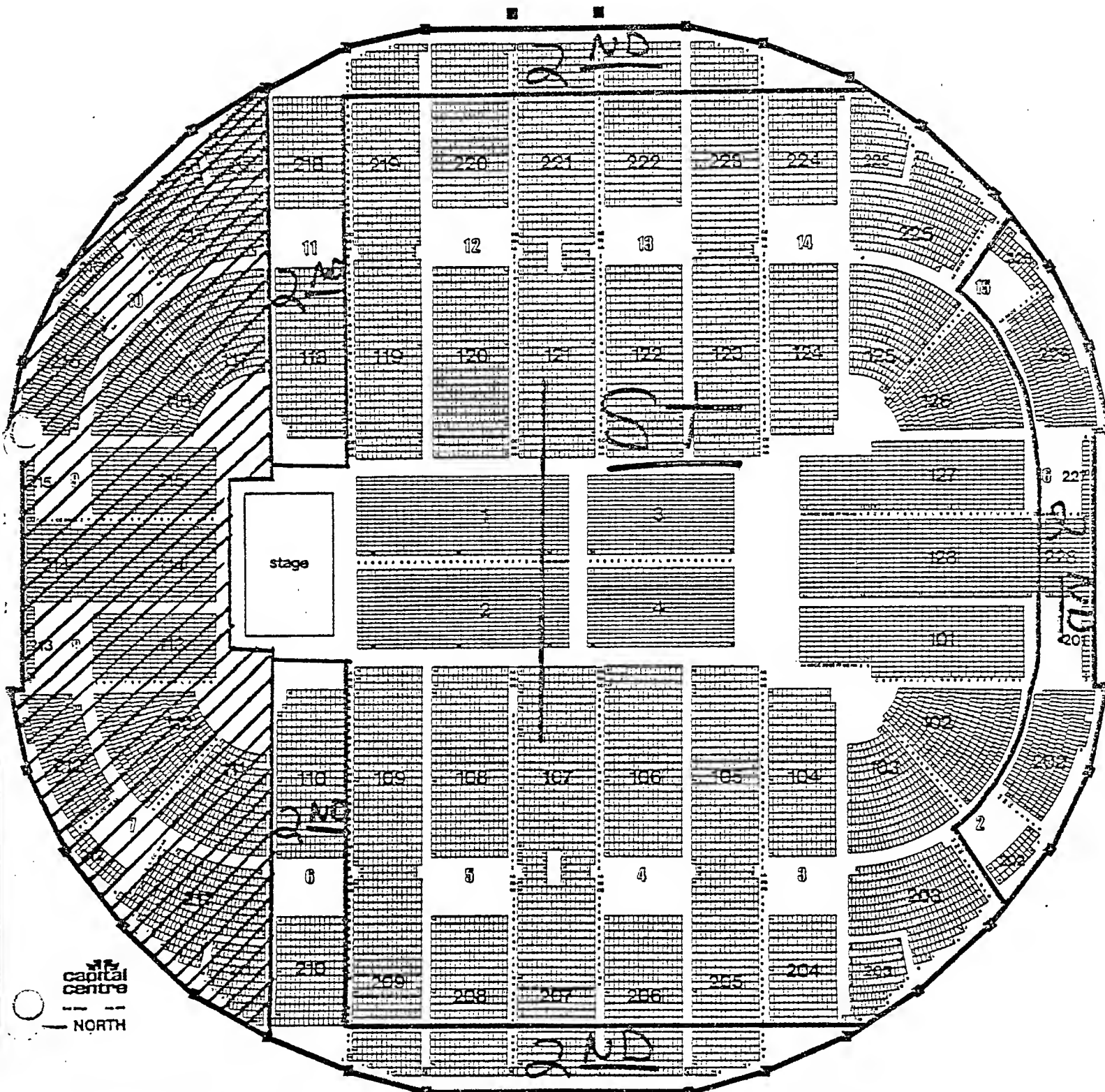
capital centre

CONCERN
CONF/G. #12



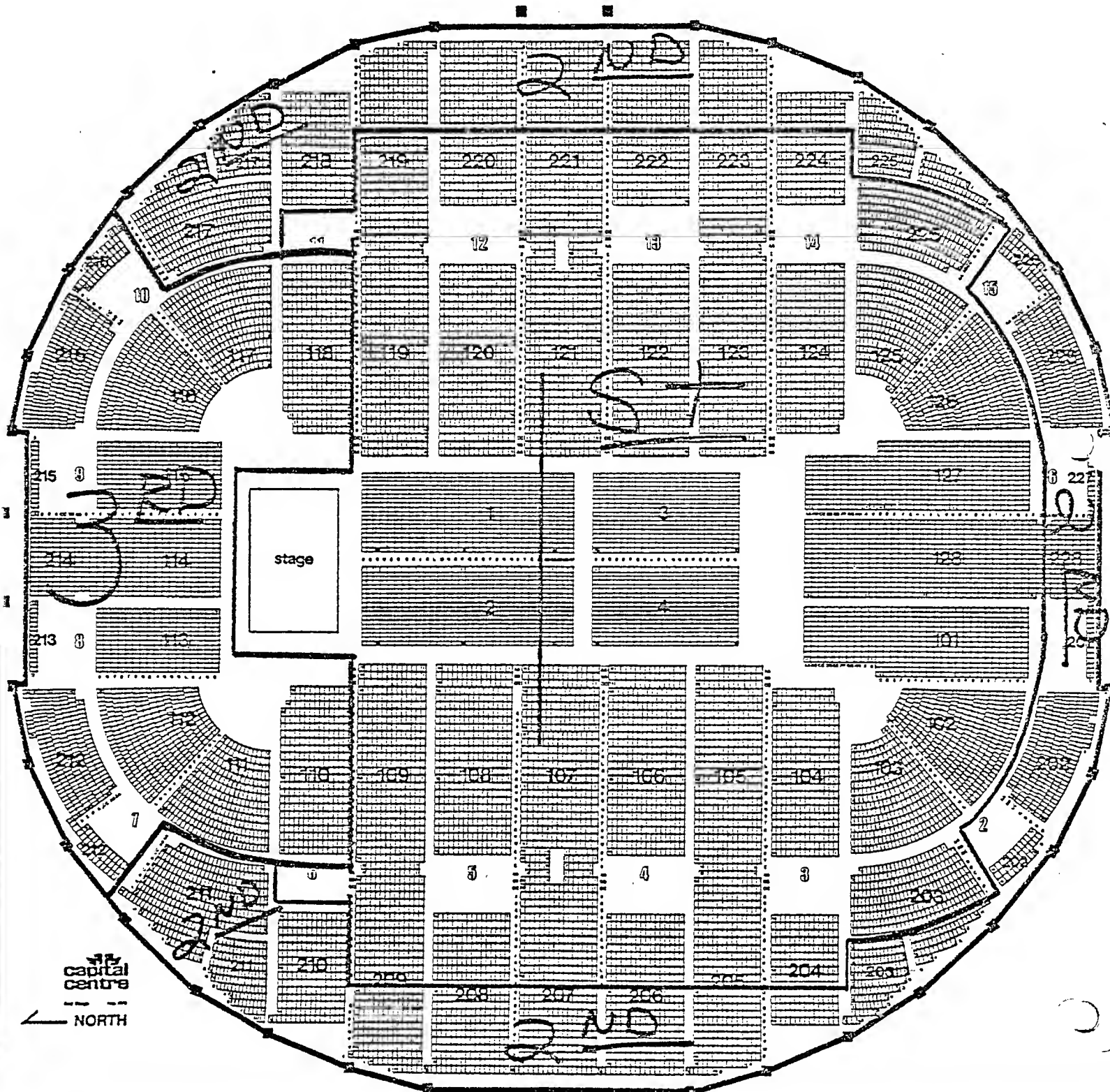
**capital
centre**

CONCERT
CONFIG. #13



capital centre

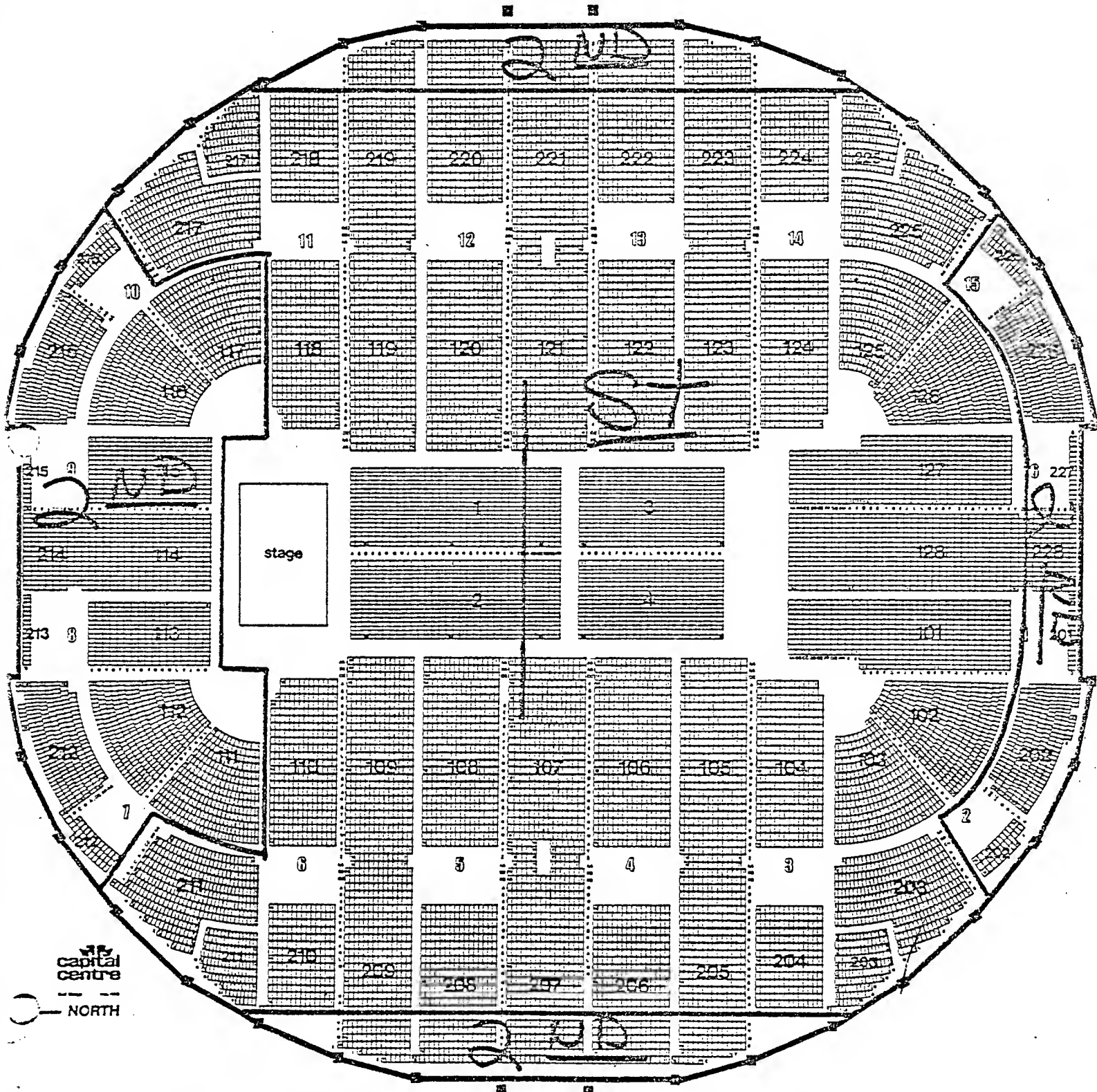
CONCERT
CONFIG. #14



CONCERT

CONFIG. #15

capital centre



FORD'S THEATRE			
① <u>Friday</u> DAY	② <u>8/8/80</u> DATE	③ <u>7:30 P.M.</u> SHOWTIME	
NO. TICKETS ④ <u>2</u>	@ ⑤ <u>10.00</u>	FULL PRICE	
_____ @ _____		CHILDREN	
⑥ <u>18.00</u>		COLLECTED	
⑦ LOCATION	<u>Rear Balc</u> section	<u>E</u> row	<u>104-105</u> seat number
⑧ Patron's Name <u>Sylvia</u>			
Address _____			
City&State _____			
⑨ AGENT'S SIGNATURE <u>Phil</u> (Not valid unless signed)			
⑩ AGENCY	<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 150px; height: 40px;">EAA</div>		B.O. CODE
VOUCHER MUST BE EXCHANGED FOR TICKETS AT BOX OFFICE			
NO REFUNDS	NO EXCHANGES	⑪ No 017215	
511 Tenth Street, N.W. Washington, D. C. 20004			

⑥ Deduct \$1.00 discount from each ticket before you fill in this amount.

⑪ Be sure to give the voucher number along with the other information.

** Put the 15¢ per ticket service charge, and the purchaser's name and extension on the bottom copy.

347-5598

FORD'S THEATRE

BOX OFFICE
INFORMATION
PHONE:
347-6260
-5598

UPPER TIER

CENTER SECTION

This seating arrangement shape has been altered to insure the largest box number of each seat unit for maximum readability of the seat number. Actual profile of this floor plan is shown on this page.

LEFT CENTER SECTION

STAGE

LEFT SECTION

ACTUAL
PROFILE

ORCHESTRA

CENTER SECTION

STAGE

LEFT SECTION

RIGHT SECTION

JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS

TICKET AGENCY VOUCHER

A 3350

Performance	① <u>Lena Horne</u>	Price Each	⑥ <u>\$15.00</u>	(2)
Date	② <u>Monday 17 Nov 80</u>	Total	⑦ <u>\$30.00</u>	
Time	③ <u>8:00 P.M.</u>	Patron	⑧ <u>Sylvia</u>	
Theatre	④ <u>Concert Hall</u>	Initials	⑨ <u>AB</u>	
Location	⑤ <u>Orch., Row D Seats 101-102</u>	Sold At	⑩ <u>EAA</u>	

Please present this voucher at the Box Office before curtain time. The Concert Hall Box Office is located in the Hall of Nations. The Opera House and Eisenhower Theater Box Offices are located in the Hall of States.

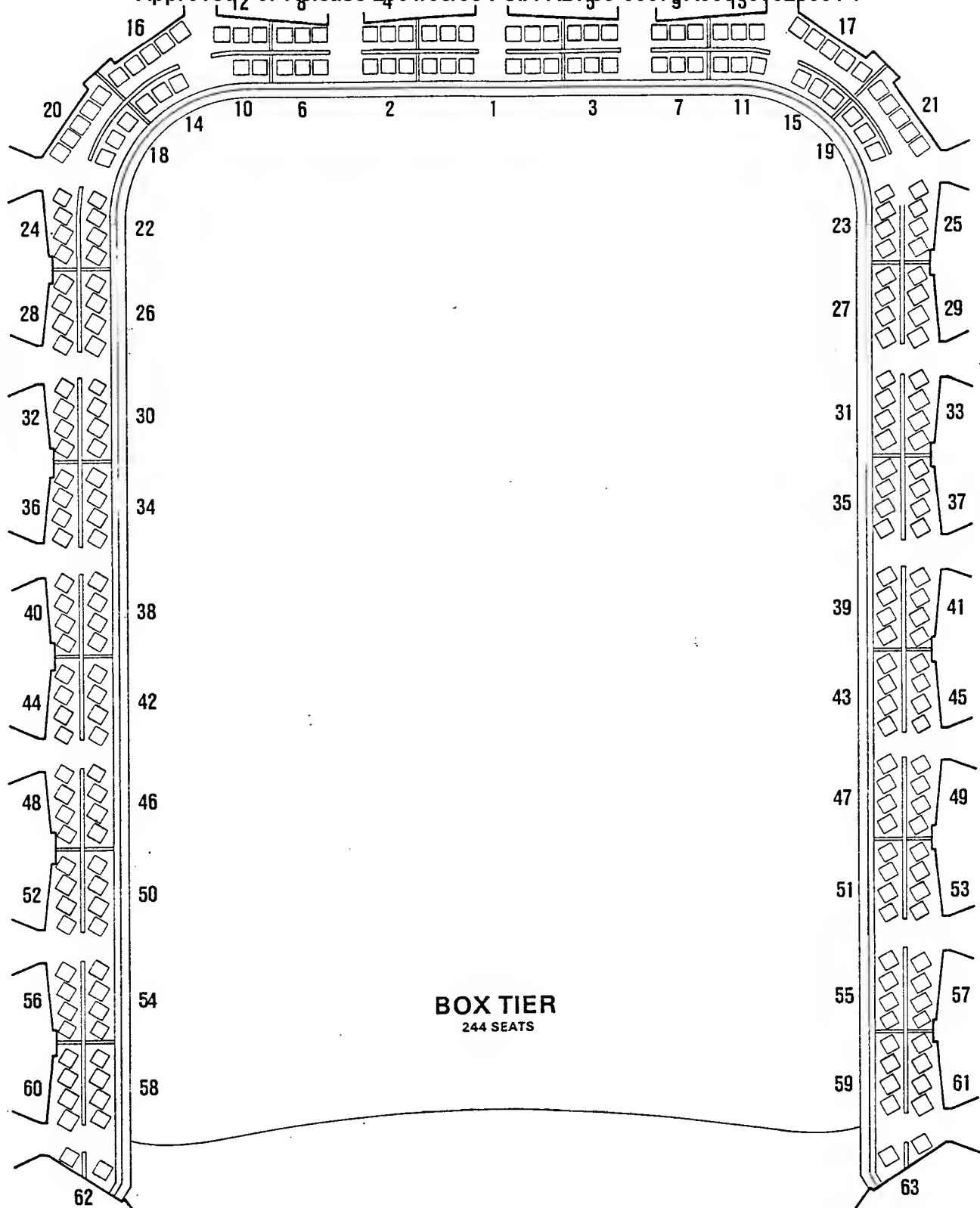
POSITIVELY NO EXCHANGES OR REFUNDS.

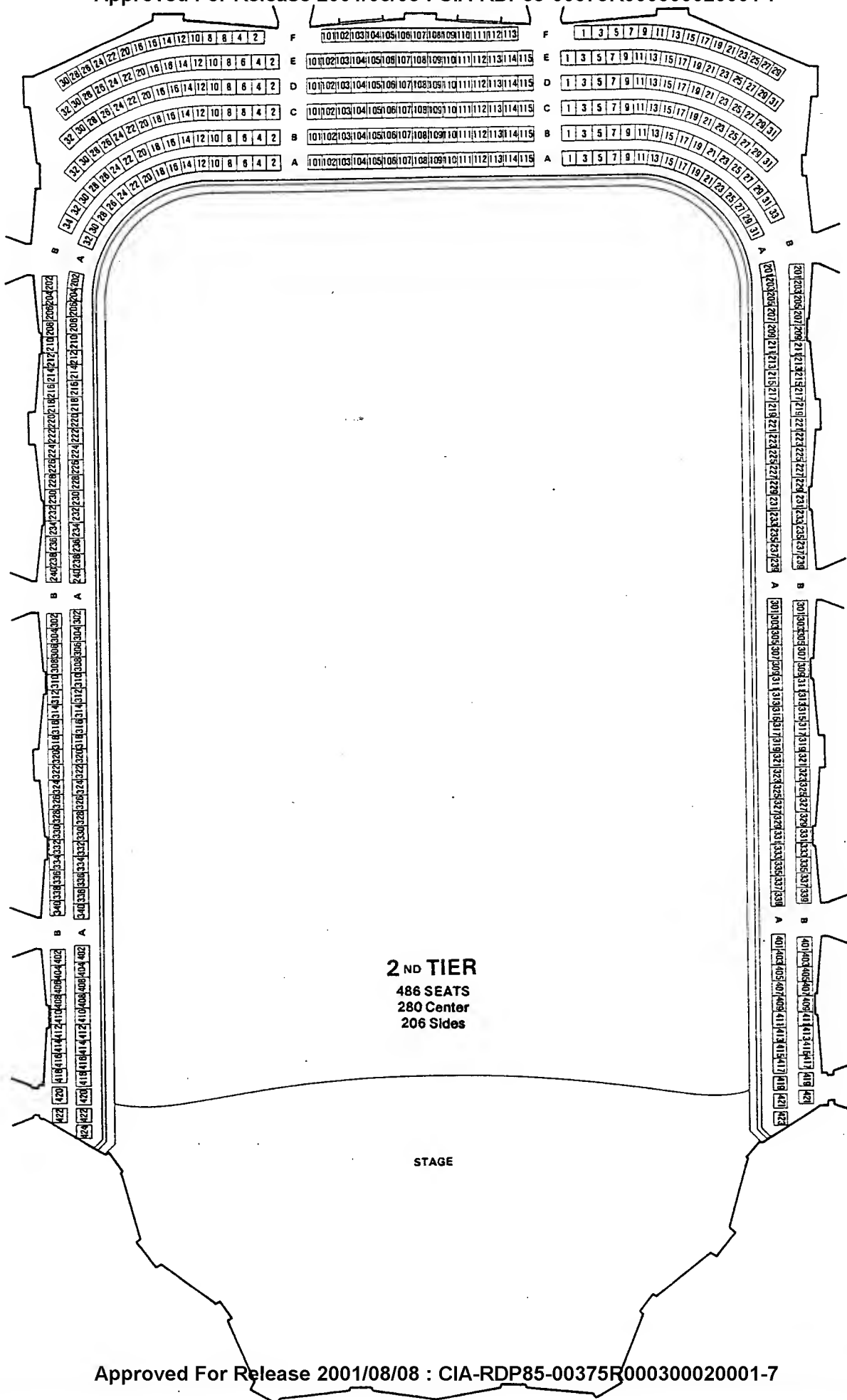
B.O.5

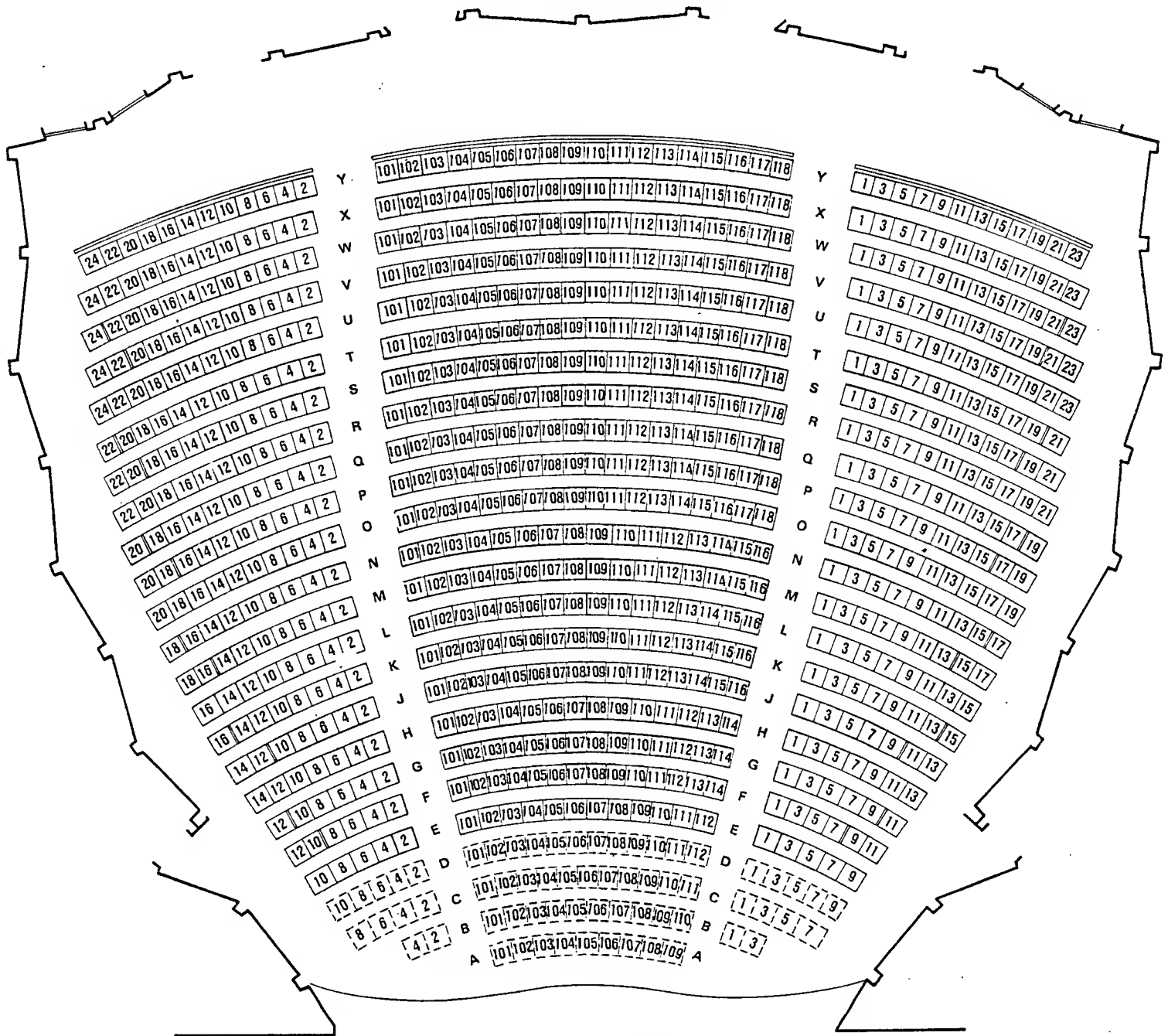
KENNEDY CENTER VOUCHERS

VOUCHERS are purchased at EAA and presented at one of the three Box Offices (Concert Hall, Eisenhower Theater and Opera House, and Terrace Theater) approximately 30 minutes before the performance.

- ① Name of the performance
- ② Day and date of the performance.
- ③ Time of performance, specify if matinee.
- ④ Kennedy Center Vouchers may be for the Concert Hall, Eisenhower Theater, Opera House or Terrace Theater.
- ⑤ Section, row and seat numbers.
- ⑥ Price per ticket, with number of tickets in parenthesis.
- ⑦ Total price, without service charge.
- ⑧ First name of person who will pick up the tickets.
- ⑨ Initials of EAA Representative.
- ⑩ EAA. ** The service charge, and purchasers name and extension are placed on the pink (3rd) copy.







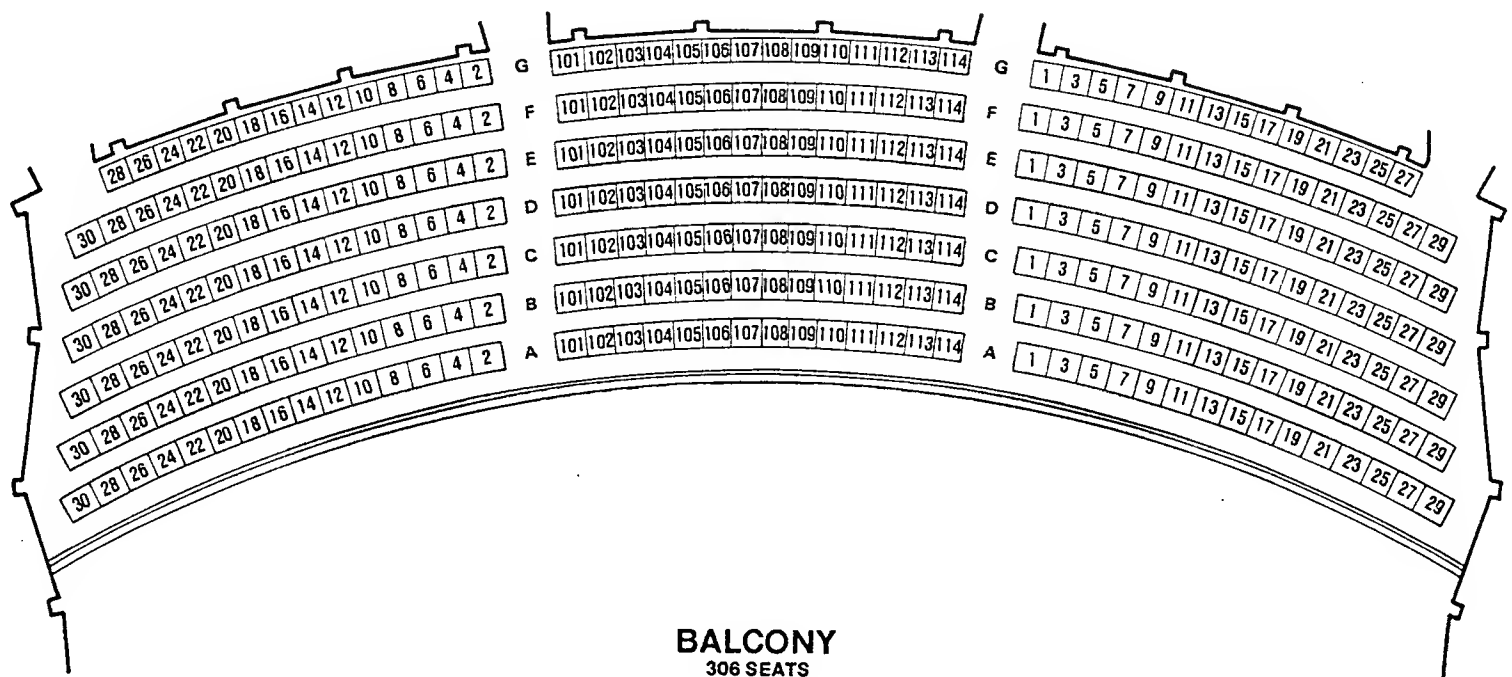
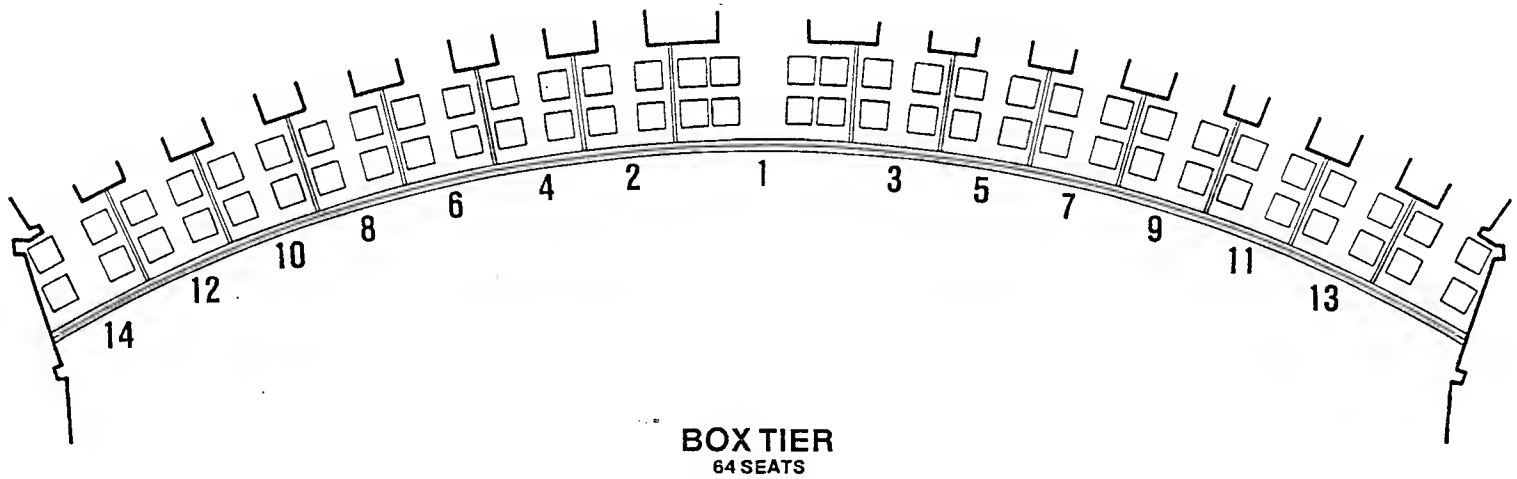
ORCHESTRA

772 SEATS



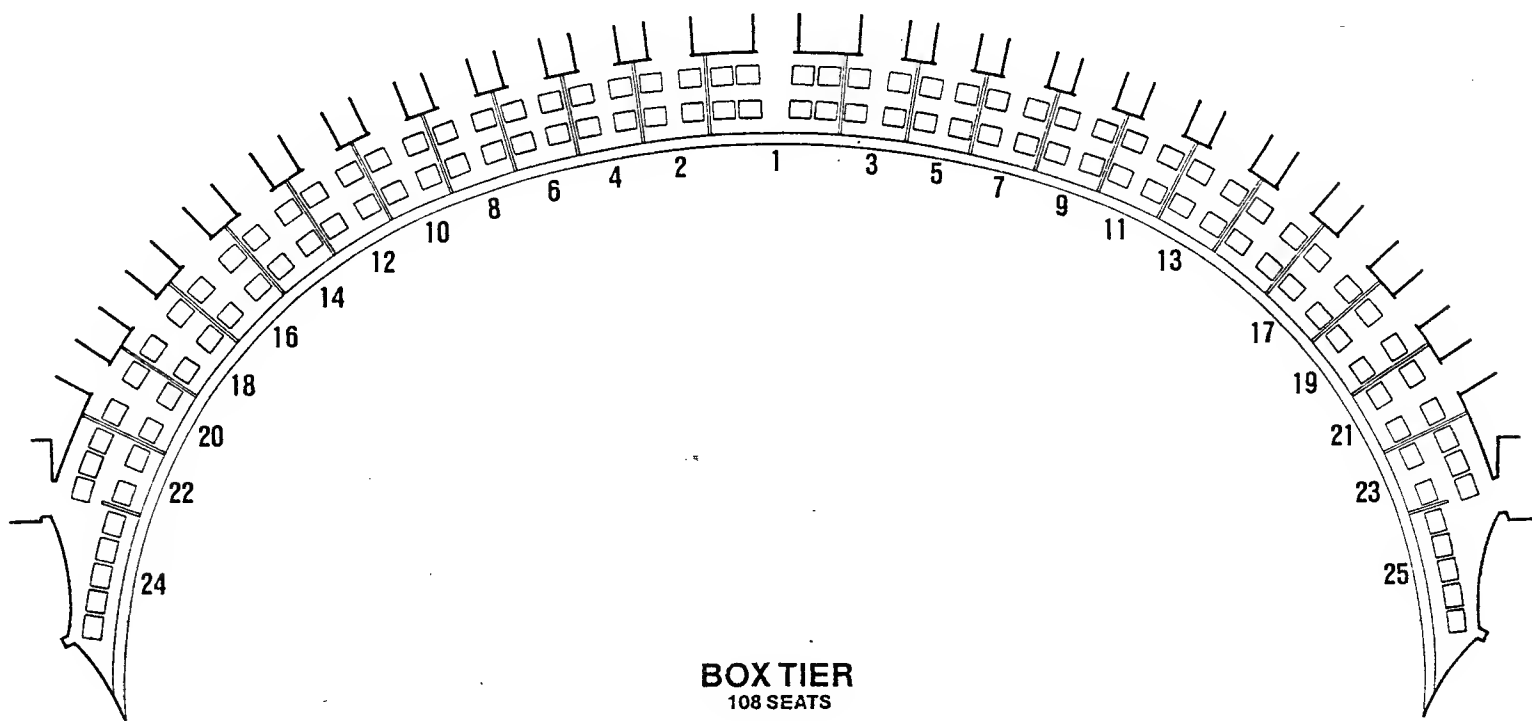
EISENHOWER THEATER

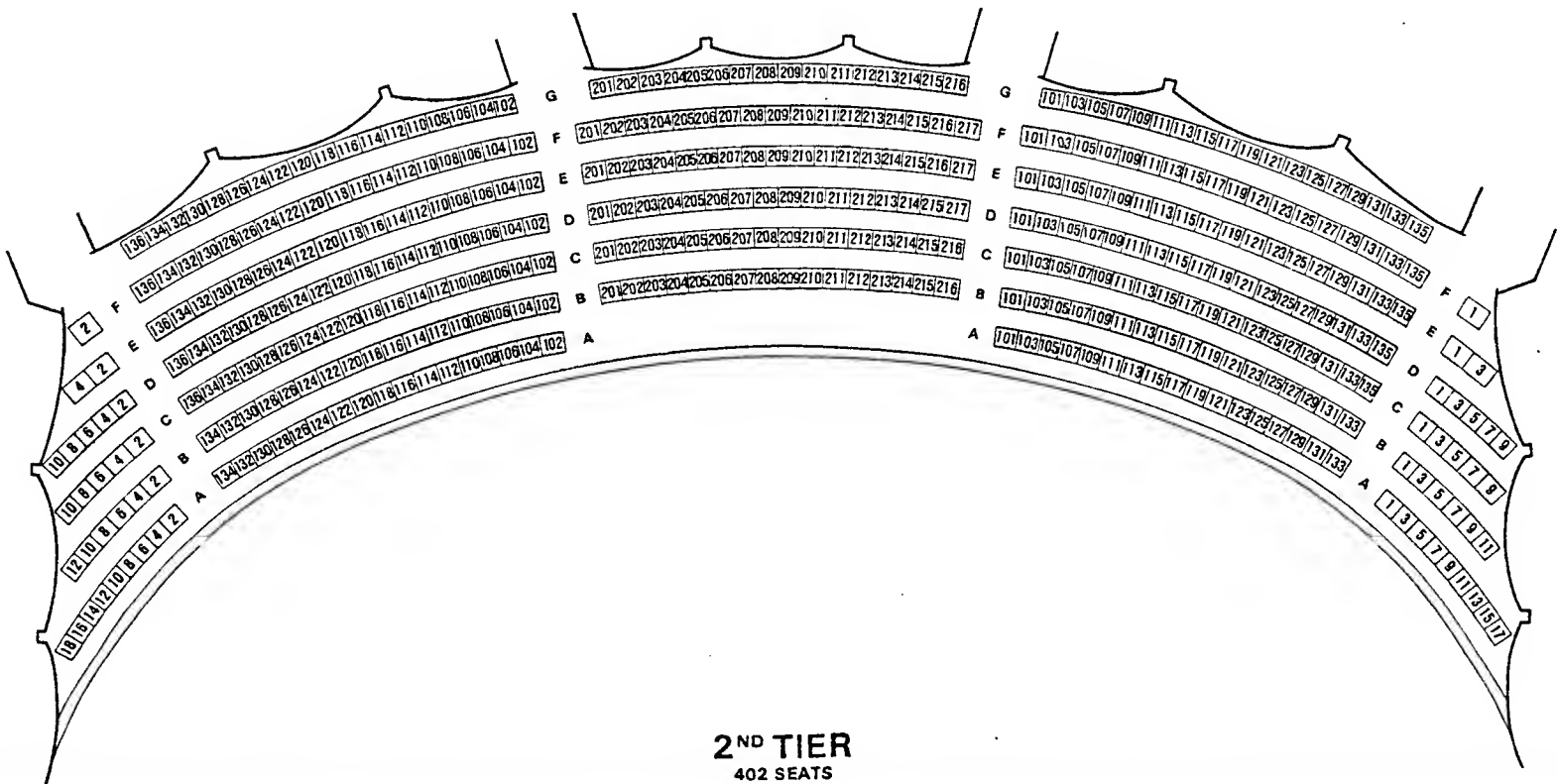
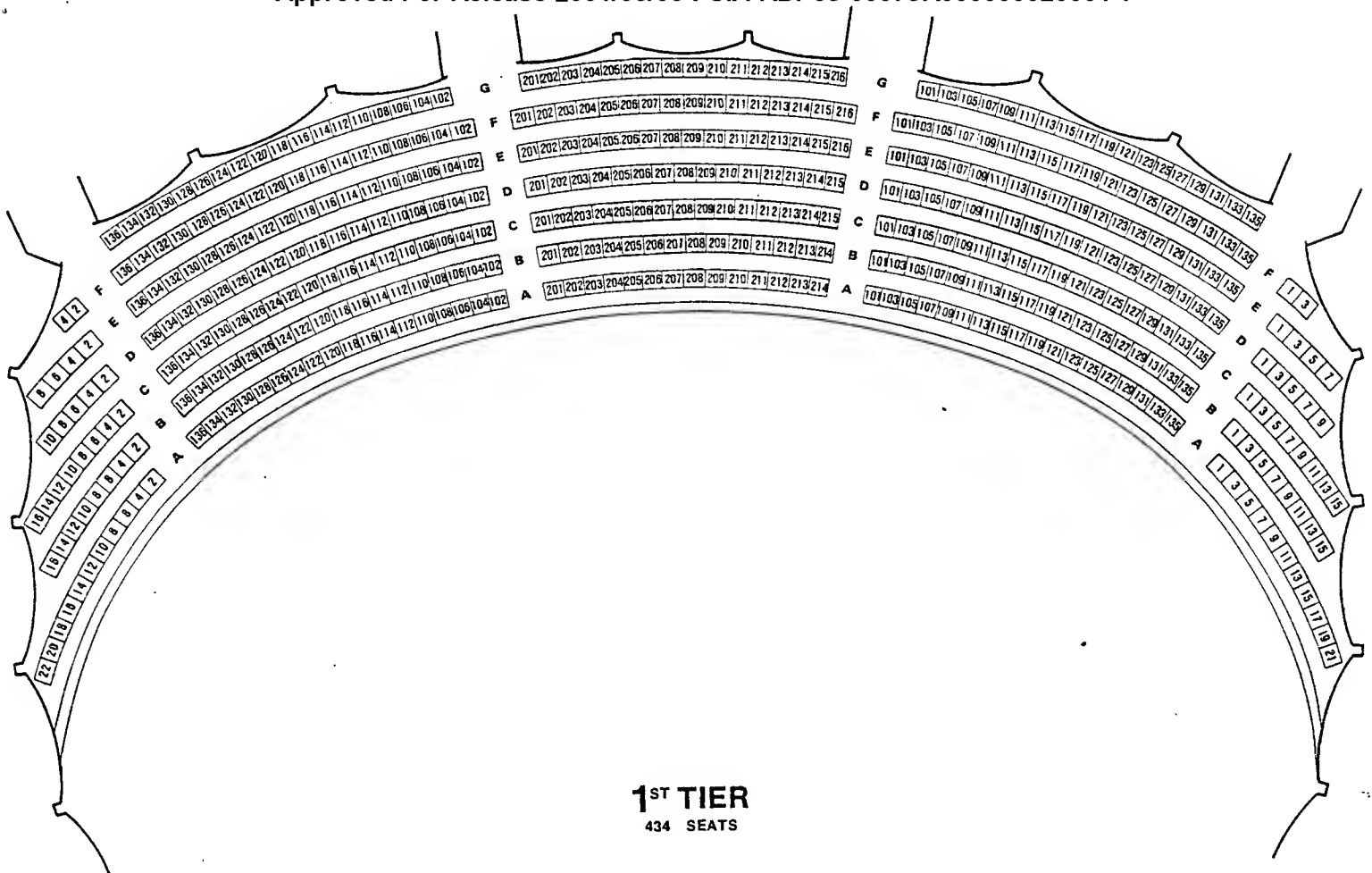
The John F. Kennedy Center for the Performing Arts
Washington, D. C. 20566



ORCHESTRA
1,374 SEATS

Approved For Release 2001/08/08 : CIA-RDP85-00375R000300020001-7







WOLF TRAP VOUCHER

No 0895

CUSTOMER COPY

Agency ^① E.A.A. Agent's Initials ^② DM Date ^③ 7/29/80

Customer Name ^④ John Phone ^⑤ 351-6610

PERFORMANCE ^⑥ Chuck Mangione DATE ^⑦ 8/12 TIME ^⑧ 8:30 p.m.

^⑨ SECTION Ft. Arch. ROW D SEATS 31 + 32

NUMBER OF TICKETS ^⑩ 2 @ UNIT PRICE ^⑪ 12.00 = ^⑫ 24.00

Service Charge (\$.60 PER TICKET) = ^⑬ 1.20

Total Amount Collected = ^⑭ 25.20

PICK UP THE ACTUAL TICKETS AT THE WOLF TRAP WILL CALL WINDOWS, ONLY DURING THE NINETY MINUTES PRIOR TO YOUR SHOW.

^③ Today's date.

^⑤ EAA's main number.

^⑥ ^⑦ ^⑧ Performance, date, and time.

**Purchaser's name and phone number on last copy.

124	123	122	121	120	119	118	117	116	115	114	113	112	111	110	109	108	107	106	105	104	103	102	101	100	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44
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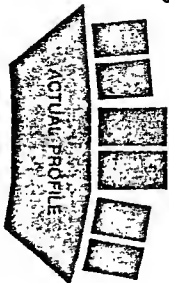
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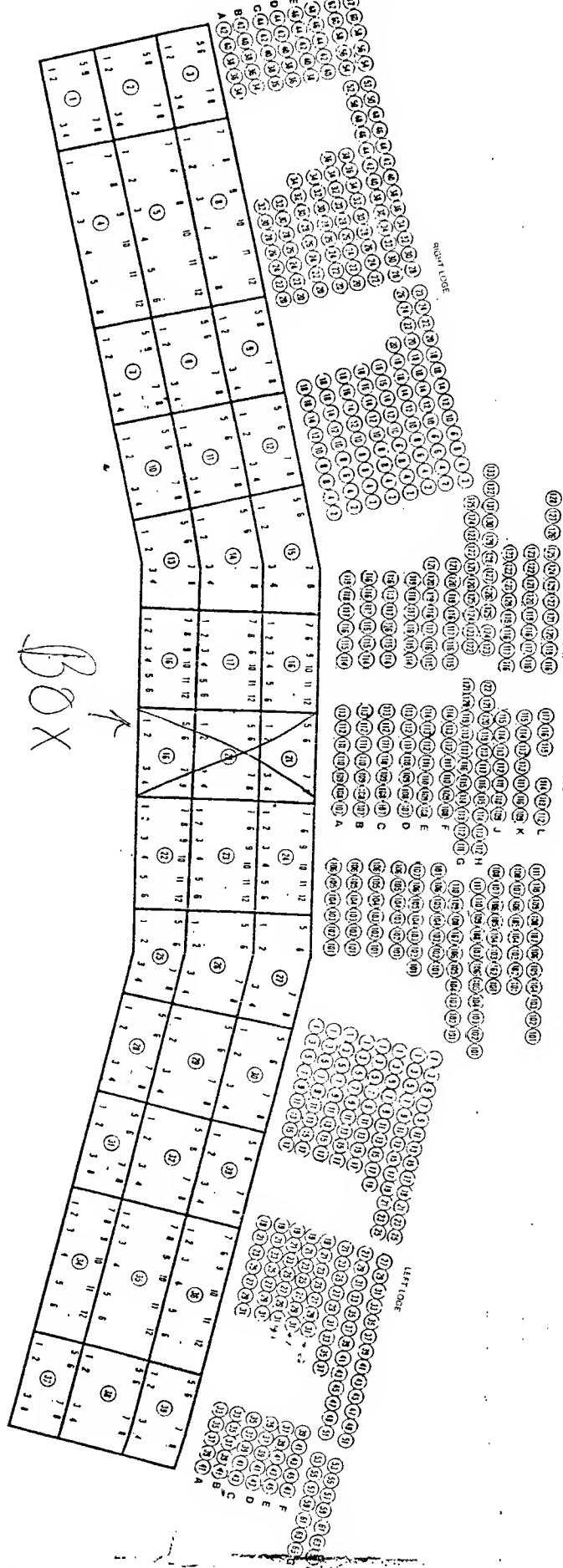
PHONE:
938 3810

[illegible]

WOLF TRAP

STAGE





FILE NE CENTER

LOGE & BOXES



No 0478

RECEIPT

STATINTL

NAME ① [REDACTED] PHONE ② 4321

EVENT ③ Busch Gardens DATE ⑤ Any

EVENT PLACE ④ Williamsburg, Va. TIME Day

⑥ SECTION #01361-2-3-4 ROW SEAT(S)

Quantity	Price	Total
⑦ 4	⑧ 8.45	⑨ 33.80
⑦A 4	.15	.60

Date of Purchase ⑩ 7/28/80 Grand Total ⑪ 34.40

By ⑫ Phil Cash ⑬ Check ✓

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 2 (THEME PARK TICKETS)

①② Same as Sample 1.

③ Busch Gardens or King's Dominion.

④ Williamsburg, Va. or Doswell, Va.

⑤ Any day or any date.

⑥ Ticket serial numbers must be listed.

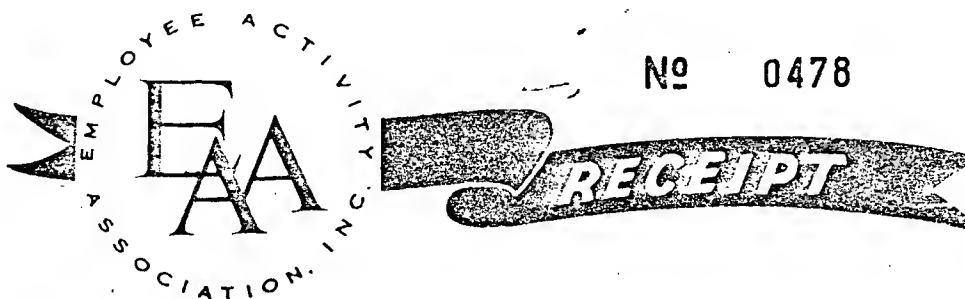
⑦ Number of tickets.

⑦A Service charge line.

⑧ Price each.

⑨ Total price of tickets, less service charge.

⑩⑪⑫⑬ Same as Sample 1.



No 0478

STATINTL

NAME

EVENT

DATE

EVENT PLACE

TIME

SECTION

ROW

SEAT(S)

Quantity

Price

Total

⑦ 2

⑧ 19.00

⑨ 38.00

2

.15

⑩ .30

Date of Purchase

⑪ 8/1/80

Grand Total

⑫ 38.30

By

⑬ Phil

Cash

⑭

Check

✓

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

⑮ JD

SAMPLE 3

(DINNER THEATERS)

- ① Same as sample 1.
- ② Customer's home phone number and EAA's 351-6610 number.
- ③ Name of the play.
- ④ Date of the performance.
- ⑤ Name of Dinner Theater.
- ⑥ 6:30 for cocktails, 7:00 - 8:00 for dinner, and show at 8:30.
- ⑦ to ⑭ standard.
- ⑮ Initials of person at Dinner Theater who made your reservation.

DINNER THEATER INFORMATION

BURN BRAE - Burtonsville, Md. 482-301-384-5800

Tuesday thru Saturday - Dinner 6:15, Show 8:00

Sunday - Dinner 5:15, Show 7:00

CLOSED MONDAY

Tuesday, Wednesday, Thursday \$15.00

Friday \$16.38

Saturday \$18.50

Sunday \$15.32

Wed. Matinee \$13.25 Adults, \$10.07 Children

Children's Rate (6 to 12 yrs.) \$11.13 all except. Sat.

HARLEQUIN - 1330 Gude Drive, Rockville, Md. 340-8515

Tuesday thru Saturday - Dinner 6:00, Show 8:00

Sunday Matinee - Dinner 12:00, Show 1:30

Wednesday Matinee --Dinner 12:00, Show 1:20

CLOSED MONDAY

Tuesday, Wednesday, Thursday \$15.30

Friday \$16.26

Saturday \$18.18

Sunday \$16.26

Wed./Sunday Matinee \$14.34

Wed./Sun. Matinee (Children under 12, \$7.20)

HAYLOFT - 10501 Balls Ford Rd., Manassas, Va. 631-0230

Tuesday thru Saturday - Cocktails 6:30, Dinner 7:00, Show 8
(same as above)

Sunday Matinee Cocktails 1:00, Dinner 1:45, Show 3

CLOSED MONDAY

Tuesday, Wednesday, Thursday \$16.00

Sunday \$16.00

Friday \$18.50

Saturday \$19.50

Sunday Matinee \$13.00

LAZY SUSAN - Woodbridge, Va. 550-7384

Tuesday thru Saturday - Cocktails/Dinner 6:00, Show 7:30

Sunday Cocktails/Dinner 5:00, Show 7:30

CLOSED MONDAY

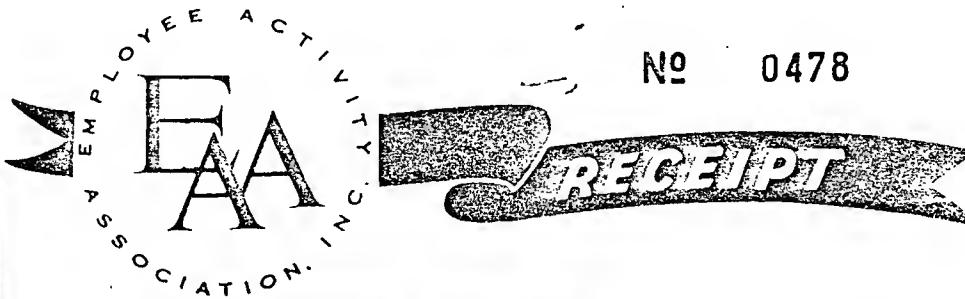
Tuesday, Wednesday Thursday \$14.50

Sunday \$14.50

Friday \$16.75

Saturday \$18.75

Children under 10, \$10.00 all nights.



No 0478

NAME ^① [REDACTED] PHONE ^② 7491

EVENT ^③ *Tiddly Winks* DATE ^⑤ 8/28/80

EVENT PLACE ^④ *North Cafeteria* TIME ^⑥ 5:30 P.M.

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
^⑦ 4 Fees	^⑧ 1.90	^⑨ 7.60

Date of Purchase ^⑩ 8/1/80 Grand Total ^⑪ 7.60

By ^⑫ *Phil* Cash ☒ ^⑬ Check ☐

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 1 (EAA ACTIVITY OR EVENT)

- ①② Both names and the extension. Cover people sometimes don't want to give you but one name which is silly for an internal form. Have you ever tried to get a telephone number for John when the number on the form is incorrect ?
- ③ Name of the activity or event.
- ④ Place of event, if not a standard i.e. cafeteria, motor pool, put room #
- ⑤ Date the activity or event takes place.
- ⑥ Starting time.
- ⑦ Number of fees .
- ⑧ Price each.
- ⑨ Total price.
- ⑩ Date of purchase.
- ⑪ Total fees.
- ⑫ EAA Representative..
- ⑬ Whether cash or check.



No 0478

RECEIPT

STATINTL

NAME [REDACTED] PHONE 5235
 EVENT Camping Equipment DATE 5/8/80 to 5/12/80
 EVENT PLACE Camp Shed TIME 0815-0845

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
⑦ 3	⑧ 9x9 tents @ 6.00	⑨ 18.00
3	Battery Lanterns @ 50¢	1.50
Date of Purchase ⑪ 5/2/80	Grand Total ⑫	19.50
By ⑬ Phil	Cash <input checked="" type="checkbox"/>	Check <input type="checkbox"/>

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 5 (Camping Equipment)

- ④ Space includes both dates, pick-up date & return date.
- ⑤ You can give them the map on how to get to the camp shed.
- ⑥ Emphasise that there will only be someone there between 8:15 and 8:45
- ** You may use the space between EVENT/PLACE and SECTION if necessary.

EMPLOYEE ACTIVITY ASSOCIATION

Approved For Release 2001/08/08 : CIA-RDP85-00375R000300020001-7

Camping Equipment Rentals April 24 to October 15, 1980

Your Association has a limited supply of camping equipment which can be used for a week or weekend camping trips. All equipment is rented on a "first come -- first served basis, so if you are planning to go camping, plan ahead.

The following is a list of Camping Equipment available, along with the service charges:

<u>ITEM</u>	<u>WEEKEND CHARGE</u>	<u>WEEK</u>
Tents 9x9	\$ 6.00	\$ 10.00
7x7	4.50	8.00

EQUIPMENT IS GIVEN OUT ON THURSDAYS ONLY AND, RETURNED ON MONDAYS BETWEEN 8:15 and 8:45 a.m.

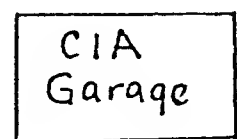
Lantern (propane)	\$.75	\$ 1.50
" (Battery)	.50	1.00
Stove (2 burner propane)	1.00	2.00
Coolers	1.00	2.00
Chairs (folding)	.50	1.00
Back Packs (small, no frame)	.50	1.00

You are responsible for the cost of repairs or replacement of any equipment which is lost, broken, or misused.

A charge of \$1.00 per day will be assessed if equipment is not returned on the proper day.

To cancel a reservation one days notice must be given prior to rental starting day. Notification of less than one day forfeits your Rental Fee.

Directions to
EAA Camp Shed *



Approved For Release 2001/08/08 : CIA-RDP85-00375R000300020001-7

